

Executive Committee Meeting

June 18, 2021, 8:30am
City/County Building, Room 303
555 South 10th St, Lincoln, NE, 68508

Program Year 2020, Q4





Empowering Nebraskans to achieve economic independence
and thrive in work and life
in partnership with local employers.

ACCOMMODATION NOTICE

The Workforce Innovation and Opportunity Act is an equal opportunity program and auxiliary aids and services are available upon request to individuals with disabilities. The City of Lincoln complies with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 guidelines. Ensuring the public's access to and participation in public meetings is a priority for the City of Lincoln. In the event you are in need of a reasonable accommodation or access to language services in order to attend or participate, please contact the Director of Equity and Diversity, Lincoln Commission on Human Rights at 402-441-7624 as soon as possible before the scheduled meeting in order to make your request.

Leirion Gaylor Baird, Mayor

EXECUTIVE COMMITTEE MEMBERS

Tim Bornemeier
Fiserv
Chairperson

Ashley Krajewski
Fiserv

Randy Sterns
IBM

Carol Swigart
Hillaero Modification Center
Vice Chairperson

Chris Callihan
IBEW Lincoln Union #265

Jessica Bergmann
Nebraska VR

Julie Panko Haberman
Lincoln Electric System
Secretary

Jane Goertzen
Crete Carrier Corporation

STAFF

Dylan Wren
Workforce Administrator

Jen Eloge
Fiscal Agent

Kate Bolz
Mayor's Office

Andy Huls
One Stop Operator

Margaret Blatchford
Attorney's Office

Cherisa Price-Wells
Regional Director

Amber Knapp
Project Director

Shirley Carlson
Compliance Coordinator

Wendy Sieler
Workforce Program Coordinator

There are 8 members. Quorum for this meeting is 5.

Executive Committee Agenda

June 18, 2021, 8:30am

City/County Building, Room 303, 555 South 10th St, Lincoln, NE, 68508

Tim Bornemeier, Chair
Leirion Gaylor Baird, Mayor

- | | |
|---|----------------------|
| 1. Call to Order | Tim Bornemeier |
| 2. Roll Call | Julie Panko Haberman |
| 3. Notice of Publication/ Open Meetings Act | |
| 4. Approval of Minutes* | Tim Bornemeier |
| 5. Relocation of the American Job Center* | |
| 6. PY19 Adjusted Levels of Performance | Dylan Wren |
| 7. USDOL Desktop Review | |
| 8. PY21 Monitoring Schedule* | |
| 9. Upcoming Meetings | Tim Bornemeier |
| 10. Chairperson's Remarks | |
| 11. Public Comment/ Adjournment | |

* voting by roll call required

3. Notice of Publication/ Open Meetings Act

Published June 11, 2021 in the Lincoln Journal Star

The Greater Lincoln Workforce Development Board’s Executive Committee will meet on Friday, June 18, 2021 at 8:30 a.m. at the at the City/County Building, Room 303, 555 South 10th St, Lincoln, NE, 68508. The agenda will be kept continually current and is available for public inspection at the principal office at 555 South 10th Street, Suite 301, Lincoln, Nebraska and online: <https://app.lincoln.ne.gov/city/mayor/workforce/index.htm>. Agenda items will include relocation of the American Job Center and budget for Program Year 2021.

The Workforce Innovation and Opportunity Act (WIOA) is an equal opportunity program and auxiliary aids and services are available upon request to individuals with disabilities. The City of Lincoln complies with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 guidelines. Ensuring the public’s access to and participating in public meetings is a priority for the City of Lincoln. In the event you are in need of a reasonable accommodation or access to language services in order to attend or participate, please contact the Director of Equity and Diversity, Lincoln Commission on Human Rights at 402-441-7624 as soon as possible before the scheduled meeting in order to make your request.

4. Approval of Minutes*

Meeting Minutes – Executive Committee

Friday, May 14, 2021

City/County Building, Room 303, 555 South 10th St, Lincoln, NE, 68508

8:30 AM CST

1. Call to Order

Chair Tim Bornemeier called the meeting of the Greater Lincoln Workforce Development Board’s Executive Committee at approximately 8:30 a.m. on Friday, May 14, 2021.

2. Roll Call:

Julie Panko Haberman called the roll to establish a quorum. A quorum was established with 5 out of 8 members.

Present (5):

Tim Bornemeier
Jessica Bergmann
Julie Panko Haberman
Jane Goertzen
Rod Armstrong

Absent (3):

Carol Swigart
Ashley Krajewski
Randy Sterns

Staff and Guests:

Cherisa Price-Wells, Regional Director, Equus
Andy Huls OneStop Operator, Equus
Amber Knapp, Project Director, Equus

Lori Loseke, Accountant, Equus
Shirley Carlson, Compliance Coordinator, City of Lincoln
Dylan Wren, Workforce Administrator, City of Lincoln
Jen Eloge Fiscal Agent, City of Lincoln
Margaret Blatchford, Attorney, City of Lincoln
Kate Bolz, Mayoral Aide for Economic Development

3. Notice of Publication:

Julie read the notice of publication. Adequate legal notice of this meeting was published in the Lincoln Journal Star on May 7, 2021 and was posted on the City of Lincoln's website and on the Board's webpage. Let the record reflect that the notice was published in accordance with the open meeting law requirement. A copy of the Nebraska Open Meetings Law is available at this meeting and can be obtained from the administrative staff.

4. Approval of Minutes*

Executive Committee members received meeting minutes for review. Tim asked if there were corrections to the minutes. No corrections were recommended. Tim asked for a motion from the Executive Committee to approve the February 25, 2021 meeting minutes. Moved by Jane Goertzen, seconded by Jessica Bergmann. Members indicated unanimous approval by voice vote and the motion passed approving the minutes.

5. One-Stop Operator Contract*

Rod brought the committee up to date on the results of the One-Stop Operator RFP. Five proposals were received for the One-Stop Operator RFP. The committee scored written proposals and chose three applicants for interviewing. Tim asked Bob Walla, purchasing agent for the City, to give an overview of the RFP process for these contracts.

Tim asked for a motion from the Executive Committee to enter into contract negotiations with Kaiser Group DBA Dynamic Workforce Solutions for the One Stop Operator contract for program years 2021 and 2022. Moved by Rod Armstrong, seconded by Julie Panko Haberman. The motion passed by roll call vote 5-0 with 3 absent.

6. Youth Program Contract*

Rod brought the committee up to date on the results of the Youth RFP. Five proposals were received for the Youth Program RFP. The committee scored written proposals and chose three applicants for interviewing. The recommendation from the review committee was that the Youth Program contract be awarded to Kaiser. Tim thanked the review committee for their work in this process.

Tim asked for a motion from the Executive Committee to enter into contract negotiations with Kaiser Group DBA Dynamic Workforce Solutions for the Youth Program contract for program years 2021 and 2022. Moved by Rod Armstrong, seconded by Jessica Bergmann. The motion passed by roll call vote 5-0 with 3 absent.

7. Adult & Dislocated Worker Program Contract*

Rod brought the committee up to date on the results of the Adult & Dislocated Worker RFP. Five proposals were received for the Adult & Dislocated Worker Program RFP. The committee scored written proposals and chose one applicant for interviewing. The recommendation from the review committee was that the Adult and Dislocated Worker Program contract be awarded to Kaiser.

Tim asked for a motion from the Executive Committee to enter into contract negotiations with Kaiser Group DBA Dynamic Workforce Solutions for the Adult and Dislocated Worker Program contract for program years 2021 and 2022. Moved by Rod Armstrong, seconded by Julie Panko Haberman. The motion passed by roll call vote 5-0 with 3 absent.

8. Upcoming Meetings and Events

Tim discussed upcoming meeting and events.

9. Chairperson's Remarks

n/a

10. Public Comment/Adjournment

Tim asked for Public Comment, there was none. With no further discussion, Tim asked for a motion to adjourn the meeting of the Executive Committee. Jessica Bergmann moved, seconded by Jane Goertzen. Members indicated unanimous approval by voice vote and the motion passed.

The meeting of the Greater Lincoln Workforce Development Board's Executive Committee was adjourned at 8:54 a.m. Friday, May 14, 2021.

5. Relocation of the American Job Center*

1100 N Street, Lincoln, NE 68508

10,000 sq ft

Cost Proposal

Monthly Lease Rate: **\$3,682.00**

Tenant Improvements: **\$1,215,000.00**

Estimated Utility Cost: **\$2,000.00**

Estimated Maintenance: **\$750.00**

Monthly construction Cost: **\$10,125.00**

Total Cost: **\$2,068,440.00 (10 years)**

25 years		
	Per month	Per year
w/o Tenant Improvements	\$7,112.43	\$85,344.52 (this includes insurance, maintenance, etc. which was not included in the first quote)
w/ Tenant Improvements	\$9,056.04	\$133,944.52

Construction Timeline

Park & Go believes, with a July 15, 2021 "Notice to Proceed", a realistic tenant move-in date would be July 1, 2022. That allows 28 weeks for construction activities. Contractors have experienced long lead times for material and equipment orders during the pandemic, but there is a possibility that shorter lead times on these items will occur as we return to more normal manufacturing schedules. This would lead to an earlier move in date. A 24 - week construction schedule would result in a June 1, 2022 move in, for example, should all other factors remain constant.

The projected schedule for a full buildout, from the existing incomplete shell to finished office space is as follows:

- **Notice to Proceed:** July 15, 2021

- **Design:** July 15, 2021 to September 15, 2021
 - Design team will work with Workforce Development team to develop floorplan and design concepts.
 - Design team will create Construction Documents

- **Procurement/Contract Negotiations:** September 16, 2021 to November 10, 2021
 - Bidding through City/County Purchasing Department
 - Contract award and approval with General Contractor

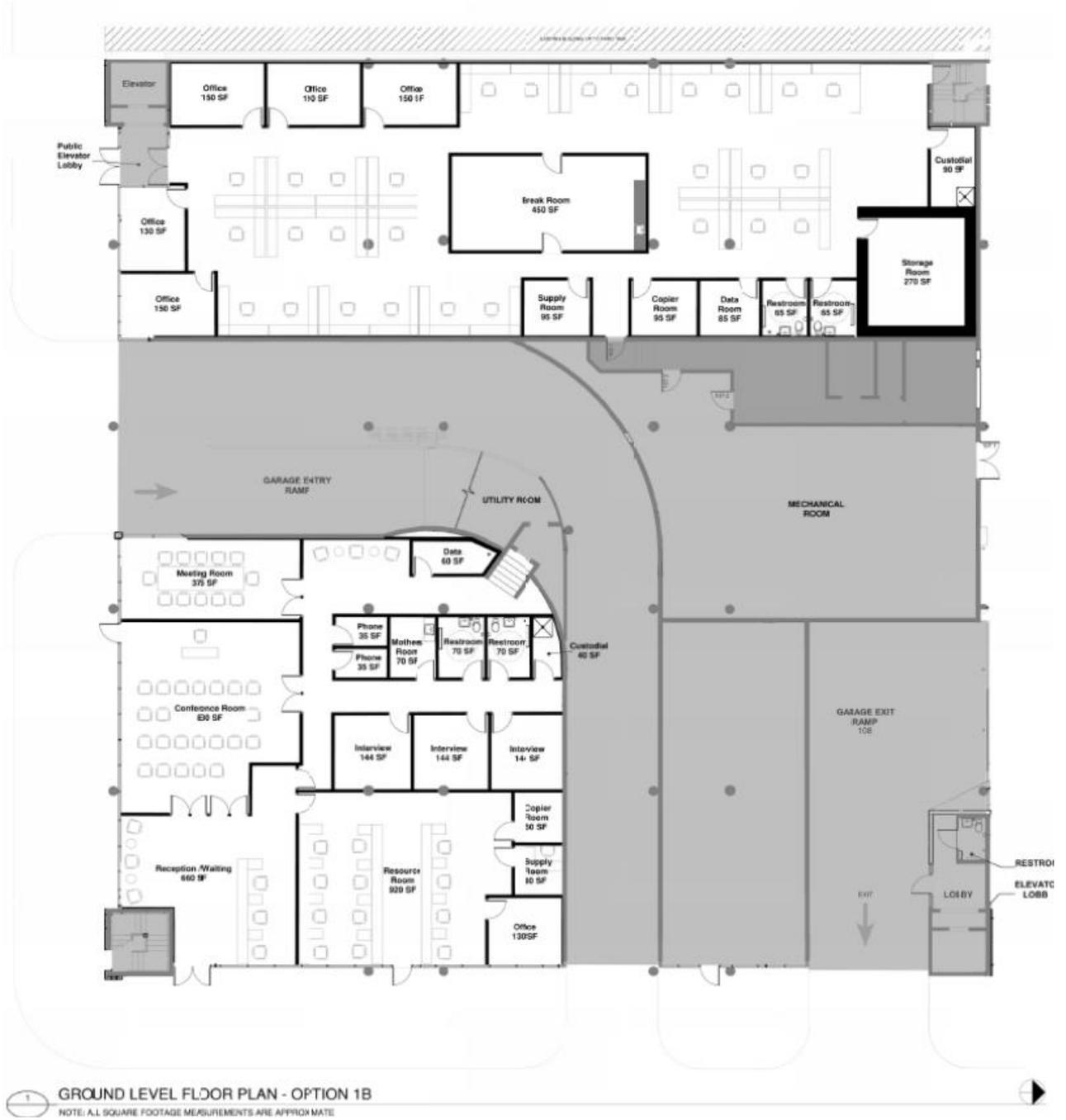
- **Construction:** November 15, 2021 to June 15, 2022
 - Construction mobilization begins mid-July
 - Design and project management teams work with contractor to develop punch list. Items on punch list addressed December to mid- January.

- **Tenant Move In:** June 15, 2022 to June 30, 2022
 - Tenant supplied furnishings installed
 - ✓ Office furniture, breakroom tables and chairs, conference room table and chairs, workstations, etc.

Depreciation Schedule

Year	Depreciation %	Total Depreciation	Eagle Office	Property Taxes	Eagle Office Prop tax
1	4.0%	421,693.28	39,595.61	48,871.90	4,588.91
2	4.0%	421,693.28	39,595.61	48,871.90	4,588.91
3	4.0%	421,693.28	39,595.61	48,871.90	4,588.91
4	4.0%	421,693.28	39,595.61	48,871.90	4,588.91
5	4.0%	421,693.28	39,595.61	48,871.90	4,588.91
6	4.0%	421,693.28	39,595.61	48,871.90	4,588.91
7	4.0%	421,693.28	39,595.61	48,871.90	4,588.91
8	4.0%	421,693.28	39,595.61	48,871.90	4,588.91
9	4.0%	421,693.28	39,595.61	48,871.90	4,588.91
10	4.0%	421,693.28	39,595.61	48,871.90	4,588.91
11	4.0%	421,693.28	39,595.61	48,871.90	4,588.91
12	4.0%	421,693.28	39,595.61	48,871.90	4,588.91
13	4.0%	421,693.28	39,595.61	48,871.90	4,588.91
14	4.0%	421,693.28	39,595.61	48,871.90	4,588.91
15	4.0%	421,693.28	39,595.61	48,871.90	4,588.91
16	4.0%	421,693.28	39,595.61	48,871.90	4,588.91
17	4.0%	421,693.28	39,595.61	48,871.90	4,588.91

18	4.0%	421,693.28	39,595.61	48,871.90	4,588.91
19	4.0%	421,693.28	39,595.61	48,871.90	4,588.91
20	4.0%	421,693.28	39,595.61	48,871.90	4,588.91
21	4.0%	421,693.28	39,595.61	48,871.90	4,588.91
22	4.0%	421,693.28	39,595.61	48,871.90	4,588.91
23	4.0%	421,693.28	39,595.61	48,871.90	4,588.91
24	4.0%	421,693.28	39,595.61	48,871.90	4,588.91
25	4.0%	421,693.28	39,595.61	48,871.90	4,588.91







The site section committee proposed that the workforce board select 1100 N Street, Lincoln, NE 68508 as the new site of the American Job Center and enter into negotiations with the city.

6. PY19 Adjusted Levels of Performance

Adult program	Individual local-area single indicator score	Overall local-area single indicator score	Individual local-area single indicator score <i>performance against</i> overall local-area single indicator score
Adult Q2 employment rate	83.24%	99.35%	83.78%
Adult Q4 employment rate	93.45%	97.95%	95.41%
Adult median earnings	118.84%	91.83%	129.41%
Adult credential attainment	162.02%	102.97%	157.35%
Overall local-area single program score	114.39%		
Dislocated worker program	Individual local-area single indicator score	Overall local-area single indicator score	Individual local-area single indicator score <i>performance against</i> overall local-area single indicator score
Dislocated worker Q2 employment rate	98.95%	99.35%	99.60%
Dislocated worker Q4 employment rate	95.74%	97.95%	97.75%
Dislocated worker median earnings	105.79%	91.83%	115.20%
Dislocated worker credential attainment	123.17%	102.97%	119.62%
Overall local-area single program score	105.91%		
Youth program	Individual local-area single indicator score	Overall local-area single indicator score*	Individual local-area single indicator score <i>performance against</i> overall local-area single indicator score
Youth Q2 employment rate	92.15%	99.35%	92.75%
Youth Q4 employment rate	98.91%	97.95%	100.99%
Youth credential attainment	31.27%	102.97%	30.37%
Overall local-area single program score	74.11%		

*Red indicates performance failure based on the thresholds described below.

NDOL will schedule mandatory technical assistance in the near future for local areas that have failed to meet performance, during which corrective action will be discussed.

7. United State Department of Labor Desktop Review

USDOL will conduct a virtual desktop review of the local Youth Program on June 21, 2021.

8. Monitoring Schedule for PY21*

BACKGROUND: The Greater Lincoln Workforce Development Board’s Monitoring Policy requires that each Program Year (PY), the Board will provide a schedule of monitoring activities to NDOL and will post the schedule on it web page. For PY21, the following schedule will be followed.

Planned	Area of Review
July-September 2021 (Due 10/14/21)	Year-End Review (Closeout) Adult & Dislocated Worker File Review
October-December 2021 (Due 01/13/22)	Workforce Development Board One Stop System Procurement ITA Processes
January-March 2022 (Due 04/14/22)	Youth File Review Work-Based Learning Processes (Youth) Equal Opportunity/ Non-discrimination and Grievance Procedures
April – June 2022 (Due mid-July TBD based on Board Meeting date)	Financial Management Systems Property Management OJT Processes /Customer Reviews

The monitoring schedule is a plan of when the activities and other related reviews will be conducted. It may become necessary to adjust planned timeframes because of outside developments as well as the number of follow-ups and corrective actions occurring. Each monitoring activity will be confirmed with a seven-day notification to the required parties to provide requested materials, review plan, interview questions or questionnaire to be completed. Entrance interviews will be held if requested. Electronic participant records require no action by the Service Provider and may be examined at any time on or after the date of review notification. The sample pool list and results will be provided upon completion of the review. Onsite activities will be scheduled as necessary and may include the primary review, portions of other upcoming and/or current reviews. File review questions may be conducted by emailing Greater Lincoln Workforce Administrator, Fiscal Agent, and/or Service Provider, telephone discussion or other means determined appropriate. Exit interviews are planned as virtual meetings, when possible, scheduled through the Greater Lincoln Workforce Administrator; extended participation is at their invitation. Exit interviews may be recorded.

The Workforce Compliance Coordinator will provide the Compliance & Accountability Committee a summary report of issues identified during the June 2021 Youth file review by July 15, 2021.

It is proposed that the Board approve the monitoring schedule for PY21.

8. Upcoming Meetings & Events

Date	Meeting	Location
July 1, 2021	PY21 Service Provider Contracts Start	
July 15, 2021 at 9:00	Compliance & Accountability Committee	Zoom
July 15, 2021 at 10:30	Strategic Initiatives Committee	Zoom
July 29, 2021 at 8:30	Board – PY21Q1	Lancaster County Health Department, Lower Level Room 212/213/214, 3131 O Street, Lincoln, NE, 68510
August 1, 2021	Move into new American Job Center	
September 16, 2021 at 3:00	<i>Workshop:</i> Economic Development with Kate Bolz	Zoom
October 14, 2021 at 9:00	Compliance & Accountability Committee	Zoom
October 14, 2021 at 10:30	Strategic Initiatives Committee	Zoom
October 28, 2021 at 10:30	Board – PY21Q2	Lancaster County Health Department, Lower Level Room 212/213/214, 3131 O Street, Lincoln, NE, 68510
December 16, 2021 at 3:00	<i>Workshop:</i> Customized Training	Zoom
January 13, 2022 at 9:00	Compliance & Accountability Committee	Zoom
January 13, 2022 at 10:30	Strategic Initiatives Committee	Zoom
January 27, 2022 at 8:30	Board – PY21Q3	Lancaster County Health Department, Lower Level Room 212/213/214, 3131 O Street, Lincoln, NE, 68510
March 10, 2022 at 3:00	<i>Workshop:</i> Individualized Career Services	Zoom
April 14, 2022 at 9:00	Compliance & Accountability Committee	Zoom
April 14, 2022 at 10:30	Strategic Initiatives Committee	Zoom
April 28, 2022 at 8:30	Board – PY21Q4	Lancaster County Health Department, Lower Level Room 212/213/214, 3131 O Street, Lincoln, NE, 68510